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Airport and Maritime
Operations Manual

Airport Operations

Controlling Cargo

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Introduction

This *Controlling Cargo* section of Airport Operations provides directions, guidelines, and information needed to control air cargo.

Policy

The general PPQ policy is to clear all foreign cargo of agricultural interest at the first port of arrival. Exceptions to this policy are made for cargo manifested to another PPQ staffed port, and remaining aboard during a brief ground time or for cargo moving under a T&E Permit or Residue Cargo Permit. Exceptions to the general policy are noted in ***Authorizing Movement of Cargo*** on **page 2-5-9**.

Materials Needed

Depending on local cargo holding procedures, you will need access to some of the following items to control cargo:

- ◆ ACS computer and reference manuals
- ◆ *Animal Product Manual*
- ◆ Ink pad
- ◆ *Plant Import: Propagative and Nonpropagative Volume of Manuals*
- ◆ Port guidelines for holding miscellaneous cargo
- ◆ PPQ Form 212, Cargo Hold and Record
- ◆ Quarantine material tags and stickers
- ◆ Strip (Tyden), strap, or button seals
- ◆ Various forms (overtime billing, PPQ Form 309A, Emergency Action Notification)
- ◆ Various PPQ rubber stamps (Shipment Authorized, Hold, Released for Export)

Local Variations

Because of the differences in Customs procedures and local practices, the methods of controlling cargo vary from port to port. The electronic transfer of the Customs entry (Automated Cargo System (ACS)) has changed the method of holding cargo at many ports.

Maintaining Contact with Customs

Port Directors should maintain close contact with their counterparts in Customs to keep informed of any changes in local entry procedures and cargo holding procedures. Make sure that whenever procedures change, control is maintained over cargo that is at risk for introducing pests and pathogens.

Warning Regarding Primates or Primate Material



Carelessly handling nonhuman primate material (bones, carcasses, hides, meat, skins, or any other tissue of apes, monkeys, and lemurs, etc.), could result in your contracting a virulent infectious disease.

Follow these procedures when inspecting nonhuman primate material:

1. Have the broker, carrier, or warehouse personnel open and remove the contents from the shipping container for your inspection.
2. Put on disposable plastic gloves and a face mask before inspection.
3. Be careful not to tear or puncture the gloves as you inspect.

4. Upon completion of your inspection, put the mask and gloves in a double plastic bag.
5. Incinerate or autoclave the double plastic bag with the gloves and mask inside.
6. Wash your hands thoroughly with a disinfectant soap.

Methods and Procedures

Step 1: Reviewing Cargo Documents

Review the cargo documents (manifests; preclearance forms, i.e., PPQ Form 203, Notice of Arrival; air waybills) as soon as possible. Look for and note items of agricultural interest. In determining what items are of agricultural interest, you may need to refer to any of the following documents:


- ◆ *Animal Product Manual*
- ◆ MCFRs (manuals that interpret the CFRs)
- ◆ *Plant Import: Propagative and Nonpropagative Volume of Manuals*
- ◆ Port guidelines for holding miscellaneous types of cargo

You may want to hold nonregulated, miscellaneous cargo for assessment of pest risk and for inspection. While reviewing the cargo documents, determine what cargo is remaining on the aircraft (residue cargo) and what cargo will be off-loaded. If cargo of agricultural interest is moving as residue cargo, then see [Allowing Movement of Residue Cargo](#) on **page 2-5-7**.

The unloaded cargo may be for entry at the port of arrival, for transportation and entry at another port, or for export either from the port of arrival or another U.S. port.

Gather information regarding the final destination of the cargo from the Customs documents and use [Table 2-5-1](#) to determine action to take after obtaining final destination from Customs documents.


TABLE 2-5-1 Determining Action to Take After Obtaining Final Destination of Cargo Information from Customs Documents

If the cargo is of PPQ interest and:	And it is:	Then:
Transits the U.S. destined to a foreign country		GO to PPQ Operational Guidelines for Transit on page V-1-1
Is destined for entry in the United States	Prohibited	1. SAFEGUARD if necessary 2. GO to Prohibited Cargo Plants and Plant Products which follows this table
	Not prohibited	GO to Step 3: Documenting Action Taken on page 2-5-6

Prohibited Cargo Plants and Plant Products

If prohibited cargo is manifested for unloading in the United States, contact the importer or agent handling the cargo to inform him or her of the prohibited status and inquire if he or she has a Departmental permit to import the cargo. If a Departmental permit has been issued, then follow the instructions on the permit. Use the **Table 2-5-2** to determine the action to take on items that do not have Departmental permits.

TABLE 2-5-2 Action to Take on Prohibited Cargo Plants and Plant Products That Do Not Have Departmental Permits

If the item:	And it is:	Then:
Presents an imminent pest risk		1. COMPLETE PPQ Form 254, Disposition of Plants or Animal Products for prohibited material or PPQ Form 523, Emergency Action Notification, for infested material 2. ORDER the item destroyed or reexported
Does not present an imminent pest risk	Moving to a research facility or an educational institution	CONSULT the Permit Unit for the action to take
	Not moving to a research facility or an educational institution	1. COMPLETE PPQ Form 254, Disposition of Plants or Animal Products, for prohibited material 2. COMPLETE PPQ Form 523, Emergency Action Notification, for infested material 3. ORDER the item destroyed or reexported

Prohibited Cargo Live Animals, Including Poultry

Consult with local VS for procedures on handling prohibited cargo and live animals, including poultry.

Prohibited Cargo Animal Products

If you know there is prohibited material aboard, do not allow off-loading. Issue a violation, PPQ Form 518, if the aircraft arrives with prohibited material aboard. Dispose of animal products refused entry in **one** of the following methods:

1. If contamination is present, disinfect using the procedures in ***Directions for Cleaning and Disinfecting*** on **page Q-1-3**.
2. Give the consignee the following options to be completed within 24 hours:
 - ❖ Reexport
 - ❖ Incinerate to ash
 - ❖ Sterilize at 212°F internal for 30 minutes
3. Safeguard the product until it is disposed of.
4. Complete PPQ Form 254 (see **page A-1-21** for directions).
5. If none of the options are possible, contact Headquarters VMO.

Step 2: Holding Cargo of PPQ Interest

Depending on local practice, hold all cargo of agricultural interest in one or more of the following ways:

- ◆ Stamp the Customs papers HOLD
- ◆ Complete PPQ Form 212, Cargo Hold and Record
- ◆ Use the ACS computer to electronically hold cargo

By placing a hold on the cargo, you are informing Customs and the carrier that the cargo is being restricted by PPQ and should not be released until PPQ has authorized the release.

Use the instructions listed below for the appropriate method of holding cargo at your port.

Stamping Customs Paper

If you are stamping Customs papers with a hold, all you need is a HOLD stamp, an ink pad, and the Customs papers that you have already reviewed. Stamp all copies of the documents with a PPQ HOLD.

Completing PPQ Form 212, Cargo Hold and Record

PPQ Form 212, Cargo Hold and Record, serves the following three purposes:

- ◆ Record of cargo held or cargo that is of interest
- ◆ Warning, hold, information, and clearance document when stapled to the front of the manifest or other cargo listing used by Customs or the air freight clerk

- ◆ Combination worksheet and port record
 - ❖ PPQ Form 212 is a worksheet for local use in holding cargo. Completing PPQ 212 varies from port to port depending on the information needed at each port
 - ❖ Fill in the information as required by local practice at your port (see **PPQ Form 212, Cargo Hold and Record** on **page A-1-7** for directions on completing the form)




Using ACS to Hold Cargo

For instructions on holding cargo using ACS, see the *Automated Manifest System Reference Manual*.

Resolving Holds

By placing a hold on cargo, you are requiring that the cargo either meet specific conditions of entry listed in the import manuals or you want to inspect the cargo for pests. In either case, action will be taken as a result of the hold placed on the cargo. In some cases the importer, agent, or broker will request that cargo held be released for reexport or be allowed movement to another port for clearance by PPQ at destination. See **Table 2-5-3 on page 2-5-6**.

TABLE 2-5-3 Determine Action to Take on Cargo on HOLD

If the importer, broker, or airline representative:	And:	Then:
Moves or releases cargo held without PPQ authorization		GO to Documenting Violations on page 2-5-12
Requests that PPQ allow exportation of cargo on HOLD	Cargo is infested with quarantine significant organisms	GO to Reshipment of Cargo Infested With Quarantine Significant Organisms on page 2-5-15
	Cargo is not infested or has not been inspected	GO to Authorizing Movement of Cargo on page 2-5-9
Requests that PPQ allow movement of held cargo to another port for PPQ clearance		
Does not request either action in the three cells above		1. REQUIRE that conditions of entry be met or that inspections are made 2. GO to Step 3 , below

Step 3: Documenting Action Taken

Document all regulatory action you take in response to a hold placed on cargo. Customs and other interested parties may need to know the final action you have taken in response to the hold. Your "Release" on PPQ Form 212, Cargo Hold and Record, or other paperwork serves as

a notification to Customs and other interested parties that the cargo has met PPQ requirements or that it is authorized to move. Appropriate actions to be documented are:

- ◆ Inspected and Released
- ◆ Released for Export
- ◆ Treated and Released
- ◆ Caution: Shipment Authorized
- ◆ Refused Entry

Depending on the method of holding cargo used at your port, show your final regulatory action in one of the following ways:

- ◆ Stamp the action taken on all copies of the Customs and/or aircraft forms
- ◆ Write the action taken on all copies of PPQ Form 212
- ◆ Use the ACS computer to post a release on the air waybill








Inform private personnel (air carriers, freight forwarders, clerks, brokers) at the cargo offices that the cargo has been released.

Reference Section

Allowing Movement of Residue Cargo

Residue cargo is cargo which remains aboard the aircraft for transportation to another U.S. port. PPQ policy is to clear all foreign cargo at the first port of arrival. Several categories of regulated residue cargo may **not** be carried to another airport without a specific transit permit which authorizes movement. Use **Table 2-5-4 on page 2-5-8** to determine what residue cargo may move to another PPQ-staffed port if clearance is **not** possible at the first port of arrival.

TABLE 2-5-4 Determine if Residue Cargo May Move to Another PPQ-Staffed Port when Clearance Is Not Possible at First Port of Arrival

If the material is:	And:	Then:
Precleared		1. VERIFY 2. RELEASE
Cut flowers	The port to which the flowers are moving is equipped to do the inspection	AUTHORIZE movement
	The port to which the flowers are moving is not equipped to do the inspection	REQUIRE that the cargo be unladen at the airport of arrival ²
Fruits and vegetables		GO to <i>Special Procedures for Foreign Origin Produce Transiting the U.S.</i> which is located in the <i>Plant Import: Nonpropagative Manual</i>
Live insects and prohibited or restricted plant products other than cut flowers or fruits and vegetables ¹	Has a transit permit or Departmental permit	AUTHORIZE movement as specified in the transit or Departmental permit
	Does not have a transit permit or Departmental permit	REQUIRE that the cargo be unladen at the airport or arrival ²
Plant material subject to CITES or ESA; restricted or prohibited animal products; unrestricted animal products or unregulated plant products		GO to Table 2-5-7 on page 2-5-13
Plant material subject to CITES or ESA		REQUIRE protected articles enter at designated ports ³
Restricted animal products		AUTHORIZE movement, but no further than the port at which the restricted product will first be removed from the aircraft
Prohibited meats and poultry meat		REQUIRE that the cargo be unladen at the airport of arrival
Unrestricted animal products or unregulated plant products		AUTHORIZE movement

- 1 **Do not** allow propagative plant material to move to a subsequent port for clearance. The port of arrival must be a location with a plant inspection station.
- 2 **Do not** require unloading of regulated cargo destined for export. See *Safeguarding Cargo* on **page 2-5-9** for action to take.
- 3 Should protected items arrive at undesignated ports, the officer has the option to return protected items to the country of origin, or on the first occasion, forward the items to a designated port. Subsequent arrivals after the first occasion should be refused entry.

Safeguarding Cargo

Safeguarding is a preventative action for handling, maintaining, or disposing of prohibited or restricted products and articles to eliminate the risk of plant and animal pest disease dissemination. Safeguarding applies to those products and articles whose importation is prohibited or restricted by 7CFR Parts 318, 319, 320, 321, 322, and 330; and by 9CFR Parts 93, 94, 95, 96, 98, 104, 122, and 156. The products or articles are exempt from 7CFR Parts 318, 319, 320, 321, 330, and from 9CFR Parts 93, 94, 95, 96, 98, 104, 122, and 156, and are subject to safeguarding when any of the actions apply, as follows:

- ◆ **Not** unloaded, and the products or articles are temporarily in the United States
- ◆ Unloaded for transshipment and direct exportation
- ◆ Unloaded for transportation and exportation
- ◆ Unloaded for entry at a subsequent port (for restricted items)
- ◆ Unloaded and moved to a Foreign Trade Zone for immediate trans-shipment and exportation or immediate transportation and exportation

Safeguarding is the control, by whatever means, of cargo to prevent plant and animal pest dissemination. When you safeguard, prescribe controls that impose a minimum of impediment but are consistent with preventing pest dissemination. Appraise the actual or suspected plant pest, its suspected mobility under the conditions of transit, and the ecological conditions in the area of transit. Then apply a safeguard appropriate for the pest risk.

EXAMPLE

You find a snail on a 20-foot cargo container. To safeguard the container, you might require it to be mounted on a chassis and not allow movement from the container yard. These safeguards would prevent pest dissemination that might occur if the container were placed on the ground or transported to a distant location.

Authorizing Movement of Cargo

(See [Allowing Movement of Residue Cargo](#) on **page 2-5-7** to identify those articles not to be authorized movement.)

While it is desirable to have shipments entering under permit to arrive direct at the designated PPQ clearance port, circumstances of transportation may make clearance at the first port of arrival impossible. If an in-transit shipment changes carriers but does not clear PPQ, then you must assess the pest risk and decide if safeguards are adequate (that pests will not escape) while the off-loaded material is awaiting transshipment.



In authorizing the movement of restricted animal products—those products must be cleared at the first port where the cargo will be taken off the aircraft (which is **not** necessarily the port where the cargo is destined).

Authorizing
In-transit
Movement

Unless there is a compelling pest risk involved, particularly the likelihood of pest escape while in port, movement under Customs custody (IT or Special Manifest) should be authorized.

If drastic action is believed necessary, such as destruction or return to origin, the State Plant Health Director should be consulted immediately for instructions on what to do. When drastic action is contemplated but sufficient information is not available to permit the PPQ officer to make a decision on allowing in-transit movement, then request instructions from the State Plant Health Director.

Unless previously agreed to, call the PPQ office at destination to inquire if they will accept IT cargo for clearance and use [Table 2-5-5](#).

TABLE 2-5-5 Determine What to Do with IT Cargo for Clearance

If the PPQ office:	Then:
Accepts IT cargo for clearance	<ul style="list-style-type: none">◆ APPLY any necessary safeguards (e.g., sealing, secure packaging)◆ STAMP all pages of Customs entry◆ SEND one copy of Customs entry to the PPQ office receiving the cargo
Does not accept IT cargo for clearance	CLEAR the cargo

Transiting of
Animal Products
for Export


Animal products **other than** those which are prohibited (fresh meat from infected countries), may move through the United States for export (IE and T&E) under the following conditions:

1. The shipper must notify local PPQ of intended movement. If the importation is transiting to Canada or Mexico, continue to step 2, below. If the importation is transiting to a foreign country other than Canada or Mexico, skip step 2 and go to step 3.
2. Determine if the importation is accompanied by a Canadian or Mexican permit. The permit should be attached to the outside of the package or included with the shipping documents. The permit should clearly state the contents of the package.



Because some importations of animal products are highly perishable, expedite importations you are authorized to release. See [Table 2-5-6](#).

TABLE 2-5-6 Animal Product Importations Transiting the U.S. for Export to Canada or Mexico

If the importation is:	And the destination is:	Then:
Accompanied by a permit		ALLOW transiting immediately
Not accompanied by permit	Canada	<ol style="list-style-type: none"> 1. CONTACT: Animal Health Canadian Food Inspection Agency Room #2204 W 59 Camelot Drive Nepean, Ontario, Canada K1A 0Y9 Telephone: 613/225-2342 FAX: 613/228-6630 2. If Canada refuses entry, then do not allow transiting; the importation must meet U.S. entry requirements (see <i>Animal Product Manual</i>)
	Mexico	<ol style="list-style-type: none"> 1. Contact PPQ at the border port where the importation will exit; the PPQ border port will contact the PPQ counterpart in Mexico 2. Contact PPQ, VRS for further action if the importation is transiting the U.S. by a nonstop flight into Mexico 3. DO NOT ALLOW transiting if Mexico refuses entry; the importation must meet U.S. entry requirements (see the <i>Animal Product Manual</i>)

3. If the animal product is transiting to a subsequent U.S. port for export, then only allow movement in sealable containers. Apply PPQ seals to the containers. Complete VS Form 16-78. Distribute the form as follows:

- ❖ Keep the original in your port files
- ❖ Send a copy of VS Form 16-78 to the PPQ office at the port of export
- ❖ Throw away the extra copies

If the animal product is transiting nonstop to a foreign country, **only** verify the export; there is **no** need to seal or complete VS Form 16-78.

4. If the product is transferring into or between containers, then directly supervise the transfer. In all cases, safeguard procedures apply. Disinfect if necessary.
5. Verify export.

Documenting Violations

When cargo which was held is moved without the proper treatment or inspection and PPQ release, PPQ regulations have been violated by the individual or party responsible for the movement. The violator (whomever moved the cargo) has moved cargo which has **not** met the requirements of a PPQ regulation. Document all violations by completing PPQ Form 518, and conduct an investigation of the incident. Make sure you include the Officer's Statement with all the facts of the violation.

Document evidence of any **previous** violations such as warning letters. Immediately after detecting the violation, eliminate the pest risk. You may have to call the PPQ office at destination, State regulatory official, agents, shippers, and Headquarters VMO as necessary to take action to eliminate the pest risk.

Tell the person or party the nature of the violation. If requested, give the person a copy of the regulation(s) and make note of when the regulation(s) was given to that person.

You can also require that cargo be returned to the port of arrival by requesting that Customs recall the cargo. The importer is then required to return the cargo to the first port of arrival.

The Port Director must decide whether it is more appropriate to issue a warning letter than to assess a civil penalty or pursue criminal prosecution.

Criteria for Issuing a Warning Letter






Warning letters may only be issued for first-time violations.

Directions for helping to decide if a warning letter is appropriate follow:

1. Judge whether it is appropriate to issue a warning letter or to assess a civil penalty or to pursue criminal prosecution. Use PPQ Form 518 to find out if it is a first-time violation.

2. If you determine a warning letter is appropriate, go to **Table 2-5-7**, then continue on to step 3, following the table.

TABLE 2-5-7 Determine if a Warning Letter is Appropriate

If it is a:	And there was:	And you judge that a:	Then:
First-time violation	No deliberate attempt to circumvent the regulations	Warning letter is sufficient to gain compliance	CONSIDER issuing a warning letter using the criteria that follow in step 3., below
		Warning letter is not sufficient to gain compliance	◆ ASSESS a criminal penalty or pursue criminal prosecution
	A deliberate attempt to circumvent the regulations		◆ DO NOT issue a warning letter
Repeat violation			

3. If you judged a warning letter might be appropriate, use the following criteria to confirm your judgment:
- ❖ No imminent pest risk
 - ❖ No pests were disseminated
 - ❖ Primary violator is unknown or **not** in the country; if secondary violator, issue a letter of warning
 - ❖ Violator is known but the case was inadvertently compromised so evidence cannot be collected
 - ❖ More stringent action has already been taken by another Agency (e.g., Customs, OIG, FWS)
4. If you judged a warning letter might be appropriate for altered phytosanitary certificates, use the following criteria to confirm your judgement:
- ❖ Error in the name of the exporter or importer
 - ❖ Quantity is less than was declared
 - ❖ Botanical name is incorrect or omitted
 - ❖ Error in description or distinguishing marks
 - ❖ Error in the means of conveyance
 - ❖ Addition of a letter of credit or other commercial reference where such information is inappropriate
5. Complete APHIS Form 7060, Official Warning Violation of Federal Regulations, to issue the warning letter. The State Plant Health Director, the Port Director, or a Compliance Officer issues and

signs this form. See **APHIS Form 7060, Official Warning—Violation of Federal Regulations** on **page A-1-118** for directions on completing the form. Appendix N of the *Export Certification Manual* also has information on completing this form.

Conducting an Investigation and Assembling a Case File

The purpose of conducting an investigation is to substantiate that a violation took place. OGC will decide whether or **not** to prosecute a violation based upon the results of the investigation and how well you prepared the case file. Only a sound investigation and well prepared case file will result in a successful prosecution.

Conduct your investigation in a fair and impartial manner making every effort to obtain a complete, factual record. **Do not** prejudge a case or discuss any phase of the investigation with unauthorized persons (non-APHIS personnel).

If you need advice or assistance with a complex or difficult investigation, or have questions about violations, you may contact your Investigative and Enforcement Services (IES) investigator. IES investigators are available to investigate violations that require additional inquiry, documentation, and case preparation. For a list of IES contacts, see **Investigative and Enforcement Services** on **page U-1-1**.

Attempt to obtain written statements from any person who has knowledge of the violation. Statements may be handwritten or use the sample format in **Sample Statements** on **page E-1-1**. Ask witnesses to be specific in writing their statement, specifying all known facts, dates, names, titles, amounts, and descriptions. Ask the witness to sign and date the statement as soon as it is completed. If a witness refuses to sign the statement, submit the information over your (the investigator's) signature.

Collect evidence to corroborate the violation. If germane to your case, take photographs. Photographs make forceful evidence. If the incident represents a garbage violation, then if appropriate, collect samples from the garbage container, a General Declaration, compliance agreement, warning letters, or statements from employees at the catering firm. If the incident represents a cargo violation, then collect evidence that shows how the article(s) entered the United States and was held, where the article was grown or the animal slaughtered, the carrier who moved the cargo, the owner of the cargo and its quantity, and what the article's destination is. More specifically, collect copies of air waybills, Customs entry papers, invoices, packing lists, and manifest entries. Also collect permits, phytosanitary certificates, photographs, and if appropriate, other physical evidence.

Give each piece of evidence an exhibit number. List the exhibits on a separate piece of paper with the heading “List of Exhibits.”

EXAMPLE

List of Exhibits

Exhibit 1—Officer's Statement
Exhibit 2—Witness' Statement of Customs Inspector Carlos Colon
Exhibit 3—Copy of the General Declaration
Exhibit 4—Napkin with the foreign carrier's logo
Exhibit 5—Warning letter

Label and assemble your evidence in the following order:

1. Statement from the officer initiating the action and from any contributive officer, violator's statement, and witness' statement.
2. Other documentary evidence related to the **current** violation such as the compliance agreement, air waybill, General Declaration, PPQ Form 309, and dates and methods of notifying the violator of APHIS regulations.
3. Physical evidence such as a piece from an empty carton that is labeled, napkins with the airline logo, and photographs. When submitting photographs, write the date, description, and photographer's name on the back of the photograph or on a piece of paper onto which the photograph is mounted. If the physical evidence presents a risk, then submit it so as to prevent leakage or disease dissemination—put it in tightly closed plastic bags.

Assessing Civil Penalties for Breaking Seals

Assess a civil penalty whenever seals are broken without the authorization of PPQ. Use PPQ Form 592 to document such a violation. If possible, collect the broken seal as evidence and submit it with your report of violation. See **PPQ Form 592, Notice of Violation** on **page A-1-98**.

Reshipment of Cargo Infested With Quarantine Significant Organisms

If cargo infested with quarantine significant organisms is to be reshipped from the United States to Canada or Mexico, call Quarantine Policy, Analysis and Support (QPAS) and provide the following information:

- ◆ Confirmed identity and life stage of organism(s)
- ◆ Identity and quantity of infested or infected cargo
- ◆ Identifying marks (such as bill of lading, container number)
- ◆ Origin of cargo
- ◆ Original foreign shipper
- ◆ Consignee (if cargo is moving to Canada or Mexico)

Quarantine Policy, Analysis and Support (QPAS) will inform the destination country (if **other than** the country of origin) of the shipment.

TABLE 2-5-8 Determine if Cargo Should Be Reshipped

If the cargo is moving to:	Then:
Canada or Mexico	HOLD the cargo; Quarantine Policy, Analysis and Support (QPAS) will contact you on the appropriate action to take
Countries other than Canada or Mexico	ALLOW reshipment of the infested cargo

Procedures for Precleared Cargo

The following procedures for precleared cargo do not preclude the option at Port of Entry to monitor or inspect precleared shipments. Follow these procedures:

- ◆ Verify commodities precleared at foreign site locations are accompanied by PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment, or a telex that verifies PPQ precleared the shipment
- ◆ Verify that APHIS seals and/or airline seals are intact upon arrival at the first port of entry in the United States
- ◆ Verify seals **have not** been removed by unauthorized persons at the port of entry
- ◆ Issue a warning letter or civil penalty if seals have been removed by unauthorized persons at port of entry (see [Assessing Civil Penalties for Breaking Seals](#) on **page 2-5-15**)
- ◆ Confirm that the information and conditions contained on the PPQ Form 203 or telex agree with the cargo manifest and/or other Customs entry documents; verify seal numbers with the documentation mentioned above
- ◆ Release cargo without further inspection if the seals are intact and documentation has been verified
- ◆ Contact Quarantine Policy, Analysis and Support (QPAS) for assistance if seals are **not** intact
- ◆ Monitor unloading of bulk shipments that include both precleared and noncleared cargo to prevent commingling

- ◆ Ensure that procedures are in place so that precleared and noncleared cargo are placed in separate areas using **either** of the following methods:
 - ❖ All of the precleared cargo is removed from the area before the noncleared cargo is unloaded
 - ❖ All of the noncleared cargo is removed from the areas before the precleared cargo is loaded

